

STATE OF TENNESSEE



**BOARD
OF
PROBATION
AND
PAROLE**

ANNUAL REPORT FY 2004-05



STATE OF TENNESSEE
BOARD OF PROBATION AND PAROLE
404 JAMES ROBERTSON PARKWAY SUITE 1300
NASHVILLE, TENNESSEE 37243-0850 (615) 741-1673

October 10, 2005

The Honorable Phil Bredesen, Governor
The Honorable General Assembly, State of Tennessee
State Capitol
Nashville, Tennessee 37243

Governor Bredesen and Members of the General Assembly:

Pursuant to Tennessee Code Annotated 4-4-114, the Tennessee Board of Probation and Parole hereby transmits its Annual Report to you for fiscal year 2004-05.

Our mission is to minimize public risk and promote lawful behavior by the prudent, orderly release and community supervision of adult offenders, at the least possible cost to the taxpayers.

Board Members must determine whether eligible felony offenders are paroled and supervised in the community in lieu of incarceration in Tennessee Department of Correction or county facilities for the complete sentence term. Our Field Services Division monitors and supervises offenders who have been granted parole, and likewise felony offenders who have been placed on probation by Criminal Courts throughout the State.

Governor Bredesen has designated responsibility to the Board for reviewing all clemency requests using specific criteria established by the Governor. The Board hears clemency matters and submits non-binding recommendations for consideration by the Governor.

BOPP also provides oversight for the nineteen Community Corrections grant programs statewide. In FY 2004-05 those programs expended \$ 9,035,886. The Community Corrections' offender population was 6,062 on June 30, 2005 with an average daily cost of \$ 3.93 per offender.

As of June 30, 2005, there were 8,558 parolees (compared to 8,133 in 2004) and 40,765 probationers (compared to 38,684 in 2004) under the supervision of BOPP Field Services Officers. Probation and parole supervision had an average cost during FY 2004-05 of \$ 2.62 per day, per offender. Comparatively, the Tennessee Department of Correction's (TDOC) FY 2004-05 average daily cost for incarceration was \$54.33 per inmate. Our Agency had 957 positions in FY 2004-05 with expenditures of \$50,954,327, not including Community Corrections grant dollars.

FY 2004-2005 was highlighted by:

- (1) the inception of sex offenders registration at BOPP field offices, in cooperation with Tennessee Bureau of Investigation and other law enforcement entities, and of the collection of sex offender registration fees; and
- (2) extensive planning and steps toward the implementation of the pilot Global Positioning System program tracking sex and violent offenders.

The Board expresses its sincere appreciation to the members of Tennessee's Executive and Legislative branches for effectively overseeing our work and providing leadership. We are also indebted to the BOPP and Community Corrections staff who devote time, energy and skills to carrying out our mission, and give them our heartfelt gratitude.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Charles M. Traugher".

Charles M. Traugher, Chairman

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**MEET ↑
THE BOARD
MEMBERS . . . 07**



LEGISLATURE AUTHORIZES GLOBAL POSITION TRACKING →

A pilot project already underway will reveal the whereabouts of selected sexual and violent offenders **17**



A BOPP GALLERY of PICS 11

12 → FIELD SERVICES

Probationers and Parolees reside in all parts of the State, so this largest division has Offices statewide to provide supervision. Headquarters are in Nashville, at BOPP's Central Office.

HUMAN RESOURCES

This Central Office division handles all personnel matters for the Agency, with the able cooperation of TN Department of Personnel **21**

INFORMATION SYSTEMS

With qualified "help desk" staff in each region, this division is headquartered in Central Office. Notebook PCs for Officers and video conferencing for the Board are the latest innovations . . **22**

FISCAL SERVICES

Aided by State Finance & Administration, this Central Office function sees that budgets, expenditures and contracts, etc., comply with State law **26**

COMMUNITY CORRECTIONS

Supervision of selected probationers is provided for the courts by these local, private agencies. The Board maintains contracts for services and oversees their work **30**

POLICY & FORMS . . .27

09 → SEEKING STATISTICS?
We've crunched some numbers for you.

HEARINGS OFFICERS

The Board designates many of its parole grant and revocation cases to be heard by these Officers. They make non-binding recommendations to the Board Members **18**

BOARD OPERATIONS

This division schedules and coordinates parole and clemency hearings and issues parole and diversion certificates in a timely manner. Located in Central Office, it also handles case information and files for the Board **20**

TRAINING

There is a Training Coordinator in each region of the State, who delivers and coordinates training in more than one location. The Director and Training Specialist are in Central Office . . **28**

TECHNICAL SERVICES

From inspections of all offices and functions that the Board is responsible for, to research, surveys, statistical reports, this division handles it all . . **29**

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MARKERS

HISTORICAL

- 1929** A parole system and indeterminate sentencing for adult offenders and the Advisory Board of Pardons created.
- 1931** Advisory Board of Pardons created a system for parole eligibility.
- 1937** Act created Board of Pardons and Paroles; appointments made by Governor, Board chaired by the Commissioner, Department of Institutions and Public Welfare.
- 1955** Department of Institutions and Public Welfare changed to Department of Correction.
- 1957** Act established the Division of Juvenile Probation.
- 1961** Act established the Division of Adult Probation and Parole.
- 1963** Major changes in Board of Pardons and Paroles five member part-time Board; first African-American member appointed.
- 1970** Act passed changing Chair of the Board of Pardons and Paroles from Commissioner of the Department of Correction to being elected by Board Members.
- 1972** Act passed changing the Board of Pardons and Paroles to three members who were full-time professionals with the Chair appointed by the Governor.
- 1978** Board of Pardons and Paroles expanded to five full-time members.
- 1979** "Pardons and Paroles Reform Act of 1979" removed the Board of Paroles from the Department of Correction, creating a separate and autonomous full-time Board. Parole officers and support staff were placed directly under the supervision of the Board, through an Executive Director and Director of Paroles.
- 1985** Emergency Powers Act passed to alleviate overcrowding. Board directed by Governor to reduce release eligibility dates of inmates sufficient to enable Board to release enough inmates to reduce population to 90% capacity.
- 1989** Act passed expanding Board from five to seven members. Created limited internal appellate review upon denial, revocation or rescission of parole.
- 1989** Criminal Sentencing Reform Act passed that altered the sentencing and parole eligibility for all crimes.
- 1992** Tennessee Offender Management Information System project implemented.
- 1997** Legislative changes which increased the number of votes necessary to finalize parole grant decisions involving the most serious criminal offenses. Interstate Compact also strengthened by applying stricter standards on acceptance and supervision of out-of-state offenders supervised by Tennessee.
- 1999** Legislation created "The Board of Probation and Parole" (BOPP), merging the division of Adult Probation from the Department of Correction (TDOC) with the Board of Paroles, and placing the Community Corrections grant programs under the Board's oversight.
- 2002** New Interstate Compact on Probation and Parole was enacted by the General Assembly, which allows for supervision of adult offenders by participating states.
- 2003** Legislation effective July 2004 was passed designating BOPP as a registering agency for sex offenders in cooperation with the Tennessee Bureau of Investigation and other law enforcement.
- 2004** BOPP planned and prepared to implement the largest, to date, Global Positioning System (GPS) in the U.S. and perhaps internationally, for the monitoring of serious offenders and sex offenders. In September 2005 the satellite-based project was implemented for approximately 650 offenders, all under probation and parole supervision in Tennessee.

The current Board of Probation and Parole is a full time and independent Board composed of seven Members appointed by the Governor.

The Board is charged with deciding which eligible felony offenders will be granted parole and released from incarceration to community-based supervision. Along with the supervision of those granted parole, the Board is also responsible for the supervision of parolees granted release and of felony offenders who are placed on probation by Criminal Courts (TCA 40-28-103).

The administrative duties of the Board include setting criteria for granting and revoking parole; developing a strategic plan, annual budget and staffing plan, and policies and procedures (TCA 40-28-104).

STATE OF TENNESSEE

BOARD OF PROBATION AND PAROLE

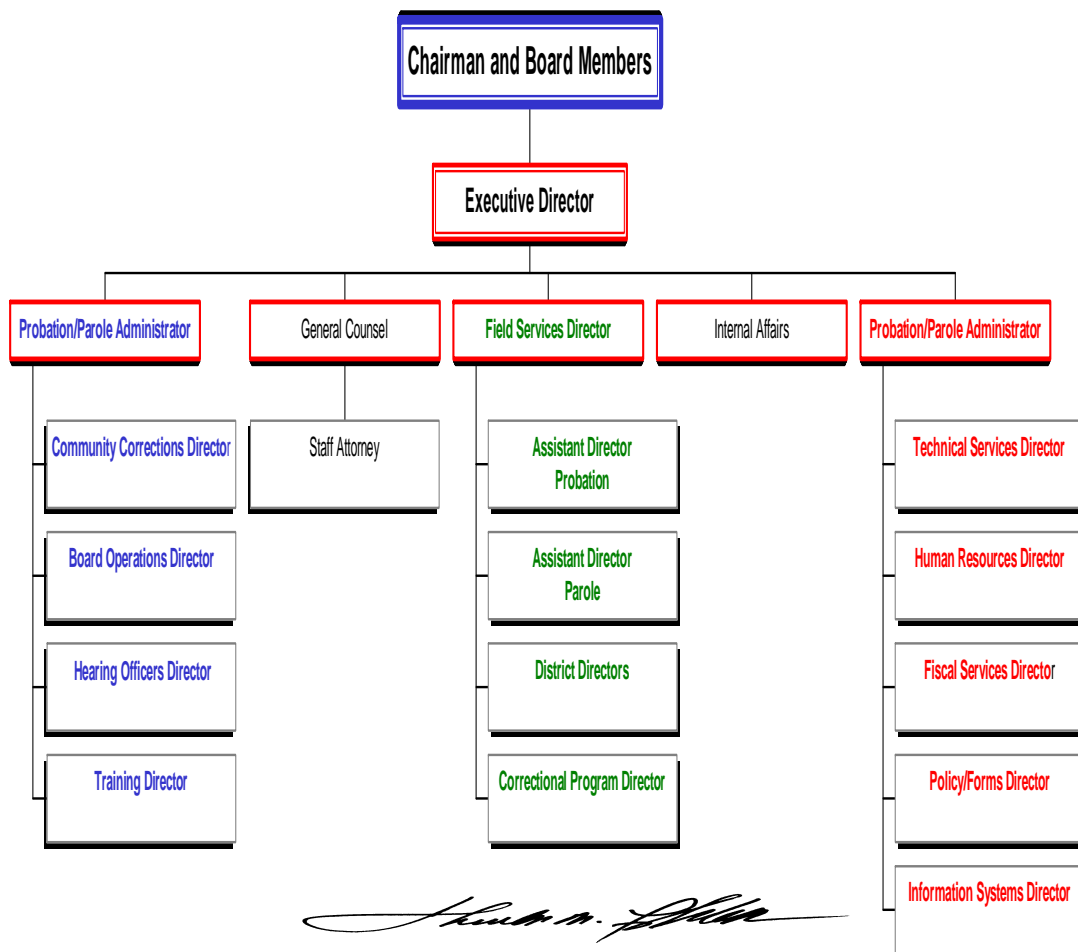
ORGANIZATIONAL CHART


To manage the Agency and its functional responsibilities, the agency is organized into 12 divisions:

1. Board Members and staff
2. Legal Services
3. Hearings Officers
4. Board Operations
5. Training
6. Community Corrections Program
7. Field Services
8. Human Resources
9. Fiscal Services
10. Technical Services
11. Policy and Forms
12. Information Systems

The Executive Director has responsibility for day-to-day functioning of the Agency and to assist the Board in the development and implementation of policies, procedures, strategic plans, budgets and reports. The Executive Director also has responsibility for recruitment and supervision of staff and for developing and maintaining communication and cooperation between the Department of Correction and the Board (TCA 40-28-104).

Two Probation and Parole Administrators assist the Executive Director, and along with the Director of Field Services and Legal Services, provide the senior level of management for the BOPP. Each Administrator is responsible for several of the divisions, as charted below.




Charles M. Traughber, Board Chair 06-30-05

BOARD BIOGRAPHIES

CHARLES M. TRAUGHBER
CHAIRMAN SINCE 1988
GRADUATE OF TN STATE UNIVERSITY

Mr. Traughber started his criminal justice career as an institutional counselor in the Department of Correction in 1969. In 1972 he was appointed Chairman of the Board of Paroles and served until June 1976. He served as a member of the Board from 1976 until July 1977, when he was reappointed Chairman and served in that capacity through June 1979. He again served as a member until December 1985. From that date until December 1987 he served as a consultant with a private correctional company. He was reappointed Chairman of the Board of Paroles in January 1988 and has served as Chairman since that date. He was reappointed to six year terms on the Board in 1994 and again in 2000. Mr. Traughber is a graduate of Tennessee State University. He is a member of the Tennessee Correctional Association, the American Correctional Association, and serves as vice-president of the southern region of the Association of Paroling Authorities, International. He has served on the Tennessee Sentencing Commission and on various committees addressing prison capacity issues.

JAMES H. AUSTIN
MEMBER SINCE 2004
MASTERS FROM TN TECHNOLOGICAL UNIVERSITY, COOKEVILLE

Mr. Austin was appointed as a member of the Board of Probation and Parole effective January 22, 2004. He is a Gallatin, Tennessee native. Mr. Austin has an extensive background in law enforcement and state government. Having worked more than 31 years for the State of Tennessee, he worked most recently as manager of the Office of Civil Rights and Compliance in the Tennessee Department of Health. From 1987 to 1990, he worked in the Tennessee Department of Correction, first as a director of county programs and then as executive director of youth and community services. From 1980 to 1987, Mr. Austin worked as a counselor and then administrative assistant for the Davidson County Metro Sheriff's Department, serving through that time as a liaison between the Sheriff's Department and the Tennessee Sheriff's Association. Mr. Austin graduated with a bachelor's degree in industrial arts from Mississippi Valley State University, Itta Bena, Mississippi, and earned a master's degree in educational psychology from Tennessee Technological University, Cookeville.

PATSY BRUCE
MEMBER SINCE 2004
EXPERIENCED BUSINESS ENTREPRENEUR AND COMMUNITY ADVOCATE

Ms. Bruce is a native of Nashville, and was appointed as a member of the Board of Probation and Parole effective March 26, 2004. Prior to joining the Board, Ms. Bruce operated a number of event management and marketing companies, including Patsy Bruce Productions, Inc., a film and television production company, and Events Unlimited, an award-winning event management company. In addition to her business endeavors, Ms. Bruce is heavily involved in her community, where she organized the West Nashville Presidents Council, a community advocacy group.

RONNIE COLE
MEMBER SINCE 2004
GRADUATE OF MEMPHIS STATE UNIVERSITY; FORMER LEGISLATOR

Mr. Cole was appointed as a member of the Board of Probation and Parole effective January 22, 2004. He was born in Milan, Tennessee and has lived in Dyersburg for more than 30 years. He is a retired vice president of the Dyersburg paving and bridge building contractor, Ford Construction Company, where he worked for 34 years. He also served in the Tennessee House of Representatives in the 98th through 102nd General Assemblies. Mr. Cole earned a bachelor's degree in business administration from Memphis State University. In addition to his experience working in road building and as a state legislator, he is a past president of the Tennessee Road Association and past president of the Contractor's Division of the American Road and Transportation Builders Association. In addition, he is a former member of the Tennessee Board for Licensing Contractors.

BOARD BIOGRAPHIES CONTINUED NEXT PG

BOARD BIOGRAPHIES CONTINUED

BILL DALTON
MEMBER SINCE 2000
STUDENT, YOUNG HARRIS, MIDDLE TN STATE; FORMER TDOC ASST. COMM.

Mr. Dalton was appointed as a member of the Board of Probation and Parole effective April 1, 2000. He came to the Board from the Tennessee Department

of Correction, where he served as Assistant Commissioner of Administrative Services from February 1994 until his appointment to the Board. As Assistant Commissioner, his responsibilities included overseeing the divisions of Information Systems, Sentence Management, Centralized Maintenance, Engineering, Fiscal, Personnel, and Budget. Mr. Dalton attended Young Harris College and Middle Tennessee State University.

LYNN DUNCAN
MEMBER SINCE 2002
GRADUATE OF LEADERSHIP KNOXVILLE, FORMER BOARD OF DIRECTORS & GOVERNMENT RELATIONS BOYS AND GIRLS CLUBS OF AMERICA

is the former Vice Chairman of the Knox County Republican Party. Mrs. Duncan is an active member of the Cedar Springs Presbyterian Church and is active in the community. She graduated from Leadership

Knoxville. She served as loan officer for the United Way and has served on the Board of Missions to North America. She served as Chairman for three years at the Knoxville Christian Women's Club. Prior to her appointment to the Board, Mrs. Duncan was Director of Government Relations, Boys and Girls Clubs of America.

LARRY L. HASSELL
MEMBER SINCE 1996
STUDENT, BETHEL COLLEGE AND MEMPHIS POLICE ACADEMY

Mr. Hassell was appointed to the Board of Paroles May 1, 1996, and re-appointed January 1, 2002. Prior to his appointment to the Board, Mr. Hassell was in automobile sales and is former owner of Memphis Motors, a retail and wholesale automobile dealership in

Memphis. He served in the United States Coast Guard and the Tennessee National Guard. Mr. Hassell is a graduate of Yorkville High School, and attended Bethel College and the Memphis Police Academy.



James Austin

Lynn Duncan

Patsy Bruce

Charles Traugher

Bill Dalton

Larry Hassell

Ronnie Cole

Statistics

BOPP OFFENDER POPULATION

JUNE 30, 2005

8,558	Parolees
40,765	Probationers
6,062	Community Corrections
55,385	TOTAL

PAROLE HEARINGS TYPES

FY 2004-05

11,095	Grant Hearings (18 custodial and 39 foreign jurisdiction included in total)
5,945	Initial Parole
5,093	Parole Review
3,841	Parole Granted [34.6% Granted Parole]
1,974	Revocation Hearings
1,527	Revoked and re-incarcerated;
(some individuals had more than one hearing during fiscal year)	
95.7%	Revoked and re-incarcerated

PAROLE HEARINGS HELD

FY 2004-05

by
BOARD
MEMBERS
and
HEARINGS
OFFICERS

13,361
TOTAL

INVESTIGATIVE REPORTS COMPLETED

by
PROBATION /
PAROLE OFFICERS

FY 2004-05

Pre-sentence and
Other.....13,505
Release Plan...4,987

FY 2004-05

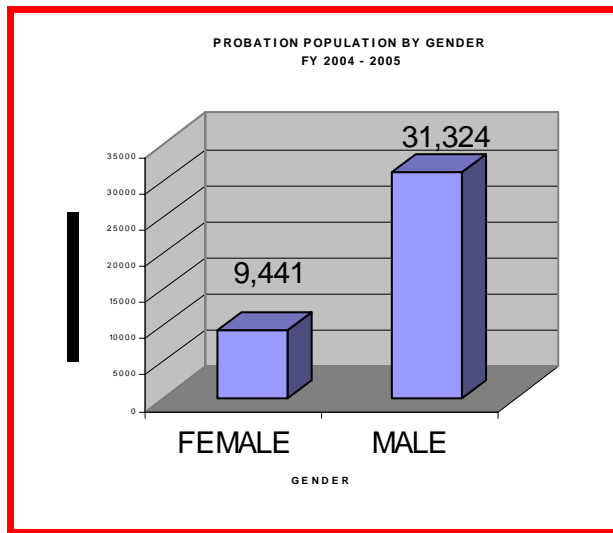
PAROLE RECIDIVISM RATE 21.2%

[number revoked and re-incarcerated divided by "average" of parole population, i.e. population last day of each month divided by 12]

Population Growth

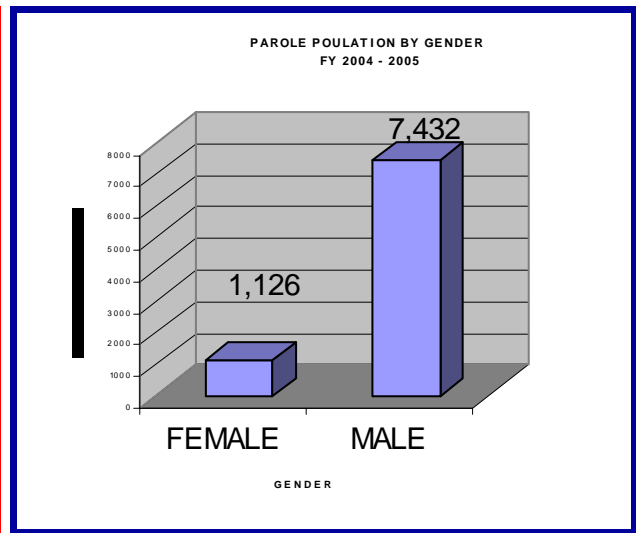
Over the past few years, including this one, the size of the offender population under the community supervision of Probation and Parole has increased. This is a charted summary of that numerical increase.

	June 30, 2002	June 30, 2003	June 30, 2004	June 30, 2005	Percent Increase Since 2002
OFFENDERS ON PROBATION	35,000	36,611	38,684	40,765	16.5%
OFFENDERS ON PAROLE	7,837	7,987	8,133	8,558	9.2%
OFFENDERS TOTAL	42837	44,598	46,817	49,323	15.1%



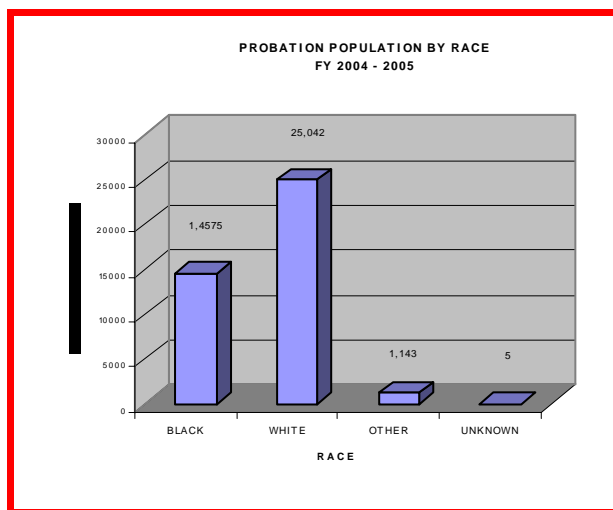
Probation: There were 31,324 male and 9,441 female offenders on probation at the end of the fiscal year June 30, 2005.

These numbers are distributed similarly as they were in FY 2003-2004, there having been 29,817 male and 8,867 female offenders.

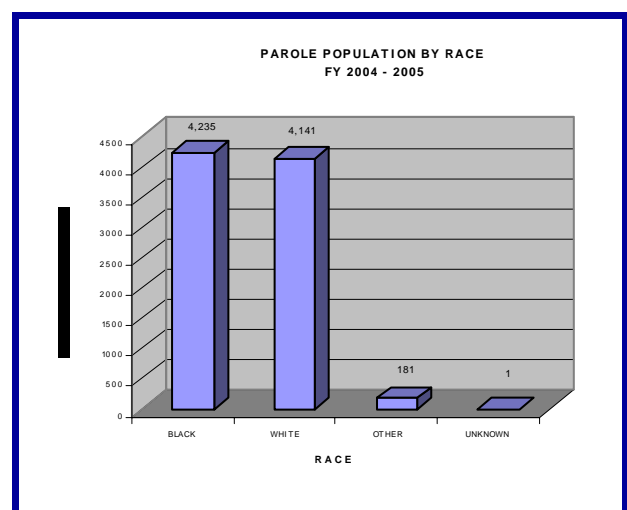


Parole: There were 7,432 male and 1,126 female offenders on parole at the end of the fiscal year June 30, 2005.

These numbers compare similarly to FY 2003-2004, there having been 7,094 male and 1,039 female offenders.



Probation: There were 25,042 white and 14,575 African-American offenders on probation at the end of the fiscal year, June 30, 2005. When the previous fiscal year ended June 30, 2004, the numbers had been 23,484 white and 14,199 African-American. June 30, 2005 there were 1,026 probationers of other or unknown races. Of that 1,026, 963 were of Hispanic origin.



Parole: There were 4,235 African-American and 4,141 white offenders on parole at the end of the fiscal year June 30, 2005. There had been 4,268 African-American and 3,728 white offenders at the end of the prior fiscal year June 30, 2003. There were 169 parolees of other or unknown races on June 30, 2005.

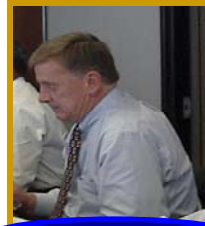
OFFENDER PROFILE

BOPP GALLERY



Mr. Austin

Mrs. Duncan



Mr. Dalton



Chairman
Traugher

Ms. Bruce Mr. Traugher Mr. Hassell Mr. Cole



Ed Scudder
General Counsel



Emily Wilson
Administrator



Gary Tullock
Probation and Parole
Director



Jack Elder, Administrator



Bo Irvin, Executive Director



LOCATION LOCATION LOCATION LOCATION LOCATION LOCATION LOCATION LOCATION

DISTRICT 8
MIDDLE TENNESSEE
115 N. THIRD STREET
CLARKSVILLE, TN 37041

BOPP CENTRAL OFFICE
404 JAMES ROBT PKWY STE.1300
NASHVILLE, TN 37243

DISTRICT 1
EAST TENNESSEE
196 MONTGOMERY ST
JOHNSON CITY, TN 37604

DISTRICT 4
MIDDLE TENNESSEE
220 BLANTON AVENUE
NASHVILLE, TN 37217

DISTRICT 2
EAST TENNESSEE
1426 ELM STREET
KNOXVILLE, TN 37921

DISTRICT 7
WEST TENNESSEE
STATE OFCE BLDG
170 NORTH MAIN
STREET, 10TH FL
MEMPHIS, TN 38103

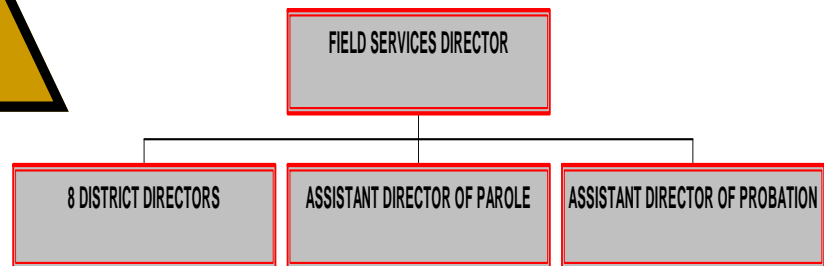
DISTRICT 6
WEST TENNESSEE
CASEY BUILDING
416 EAST LAFAYETTE ST.
JACKSON, TN 38301

DISTRICT 5
MIDDLE TENNESSEE
2506 PILLOW DRIVE
COLUMBIA, TN 38401

DISTRICT 3
EAST TENNESSEE
540 MCCALLIE
AVE, SUITE 250
CHATTANOOGA
TN 37402

PROBATION & PAROLE FIELD SERVICES

The Director of Probation and Parole supervises the Field Services Division of the Board of Probation and Parole. This division is structured with eight District Directors in eight district offices, each serving a designated number of counties within their district. In addition to the District Offices, there are 37 field offices.



<u>OFFICES INCLUDED</u>	<u>DISTRICT ONE – JOHNSON CITY COUNTIES SERVED</u>	<u>NUMBER OF OFFENDERS SERVED AS OF JUNE 2005</u>
Johnson City	Carter, Johnson, Unicoi, and Washington	1,623
Blountville	Sullivan	957
Greeneville	Greene, Hawkins	286

District One is proud of its involvement in the community. Below are a few examples:

- Participation in the nationwide Weed and Seed program.
- Participation in the Second Harvest Food Bank food drive in November 2004
- Participation in the Criminal Justice/Mental Health Committee, which focuses on examinations for mental health offenders, criminal justice issues, and the delivery of services.
- The Johnson City office assisted the First Judicial District Attorney's office with a memorial service and Christmas Tree dedication for victims of homicide and their families.
- Arranged donations of household items to a needy offender and her child after their home was destroyed by fire.
- Several staff members are actively involved with helping the local animal shelter with donations and adoptions.

<u>OFFICES INCLUDED</u>	<u>DISTRICT TWO – KNOXVILLE COUNTIES SERVED</u>	<u>NUMBER OF OFFENDERS SERVED AS OF JUNE</u>
Knoxville	Jefferson, Knox, Sevier	2,846
Clinton	Anderson, Campbell, Claiborne, Fentress, Scott, Morgan, Roane, and Union	1,409
Maryville	Blount, Loudon	793
Morristown	Grainger, Hamblen, Cocke,	664

During FY 04-2005, the resource center in the Knoxville office conducted more than 10 classes on various topics. Including: Anger Management, Parenting, Computers, etc.

The Knox County Enhanced Probation Officers work closely with the Drug Court. Judge Baumgartner was very appreciative of their attendance at the weekly court case reviews.

PROBATION & PAROLE FIELD SERVICES

Resource Centers

Community resource centers continue to flourish throughout the state. Centers are established within existing spaces, providing services beyond basic supervision to offenders and serving as an outreach mechanism to local communities. Staff and volunteers deliver services such as cognitive behavioral modification classes, parenting classes, computer skills, English as a second language, and employment readiness services. No additional funding is required because of redirecting of current resources.

<u>OFFICES INCLUDED</u>	<u>DISTRICT THREE – CHATTANOOGA COUNTIES SERVED</u>	<u>NUMBER OF OFFENDERS SERVED AS OF JUNE 2005</u>
Chattanooga	Bledsoe, Grundy, Marion, Rhea, Sequatchie, and Hamilton	3,497
Cookeville	Clay, Jackson, Macon, Overton, Pickett, Putnam, Smith, Trousdale, Cumberland, and White	1,711
McMinnville	DeKalb, Grundy (Parole Only), Van Buren, and Warren	654
Cleveland	Bradley, McMinn, and Polk	1,417
Madisonville	Monroe and Meigs	316

Two accomplishments justify special recognition for this district:

- All sex offenders were registered on time, except those that failed to report for registration. Those offenders were arrested in a collaborative effort with local law enforcement. This was a lengthy, difficult process that had to be achieved in a short time. In addition, it should be noted that this district has collected in excess of \$7,000 in sex offender registration fees.
- Also this district is very active in assisting law enforcement in locating offenders who are in violation status. During one collaborative effort with local law enforcement, over 90 offenders in warrant status were arrested in a two day period.

<u>OFFICES INCLUDED</u>	<u>DISTRICT FOUR – METRO NASHVILLE</u>	<u>NUMBER OF OFFENDERS SERVED AS OF JUNE 2005</u>
Dickerson Rd.	Davidson	4,727
Blanton Ave.		4,147

During the past year, the two offices in District Four have both maintained Resource Centers, providing assistance to both offenders and the community.

Classes at these resource centers have served over 200 participants. In addition, the Metro Public Health Services has provided on site mental health, drug, and alcohol assessments to over 300 offenders. Testing for Sexually Transmitted Diseases (STD) has also been conducted on site.

District Four also has an Absconder Unit composed of Probation and Parole officers who search diligently for offenders who have fled from supervision. During the past year, over 234 offenders have been arrested as a result.



DISTRICT FIVE – COLUMBIA

This district continues to collaborate with area agencies, non-profit organizations, local courts and criminal justice officials, and area law enforcement to make referrals, provide offender services, closely monitor probationers and parolees and promote public safety in the sixteen area counties. The past year has seen great growth in Maury, Rutherford and Williamson counties. The District Office and Maury County have also seen growth in the number of Drug Court cases.

<u>OFFICES INCLUDED</u>	<u>COUNTIES SERVED</u>	<u>NUMBER OF OFFENDERS SERVED AS OF JUNE 2005</u>
Tullahoma	Bedford, Coffee, Franklin, and Moore	1,085
Lawrenceburg	Lawrence and Wayne	558
Columbia	Giles, Hickman, Lewis, Lincoln, Marshall, Maury, and Perry	1,692
Murfreesboro	Cannon and Rutherford	2,075
Franklin	Williamson	799

<u>OFFICES INCLUDED</u>	<u>DISTRICT SIX – JACKSON</u> <u>COUNTIES SERVED</u>	<u>NUMBER OF OFFENDERS SERVED AS OF JUNE 2005</u>
Dyersburg	Crockett (parole only), Dyer, Lake, and Lauderdale	747
Lexington	Decatur, Hardin, Benton, Carroll, and Henderson	845
Jackson	Chester, Fayette, Hardeman, Madison, McNairy, Tipton, and Haywood	2,211
Dresden	Crockett (probation only), Henry, Obion, Weakley, Gibson,	1,202

On May 25, 2005, the West Tennessee District hosted their 2nd Annual Job and Health Fair in the conference room of the Jackson District office. Approximately fifteen vendors participated by providing information about the services they provide. Some basic health screenings were also provided to approximately 86 offenders and their families. WBBJ television station was on hand to tape a segment on this event.

DISTRICT SEVEN – MEMPHIS SHELBY COUNTY

<u>OFFICES INCLUDED</u>	<u>NUMBER OF OFFENDERS SERVED AS OF JUNE 2005</u>
Regional Memphis	804
Overton Crossing	1,638
Memphis South	2,339
Memphis West	2,497

District seven currently has several programs to assist the offender, including, but not limited to, the Adult Literacy and Empowerment Program (ALEAP), the G.E.D. Program, the Work Program, and the Volunteer Recruitment Program. In addition, this District is taking an active role in the community by participating in the Adopt-A-School program, a Ride-A-Long program with local law enforcement, and a collaborative with several partners, i.e. District Attorney's Office, the Memphis Police Department, the Sheriff's Department, Juvenile Court, Project Safe Neighborhoods, the Metro Gang Unit, the University of Memphis Department of Criminology and Criminal Justice Research, and the Ten Point Coalition. This collaborative is known as Operation Cease-Fire, and its purpose is to deliver a no tolerance message to offenders regarding crime, gangs, and guns. This message is delivered to offenders in mandatory monthly meetings, with approximately 60 offenders participating.

<u>OFFICES INCLUDED</u>	<u>DISTRICT EIGHT- CLARKSVILLE COUNTIES SERVED</u>	<u>NUMBER OF OFFENDERS SERVED AS OF JUNE 2005</u>
Charlotte	Dickson	566
Clarksville	Houston, Montgomery, and Stewart	1,972
Springfield	Robertson	657
Gallatin	Sumner	1,092
Lebanon	Wilson	815

District Eight has achieved considerable success in the Drug Courts in Dickson and Wilson Counties, as well as with the Montgomery County Crime Prevention Unit.

In addition, the Gallatin office continues to work diligently with the Sumner County authorities and the Community Policing Program.

Interstate Compact Agreement

The *Interstate Compact Agreement* for the supervision of parolees and probationers was established to provide for the orderly transfer of parolee and probationer supervision between different state jurisdictions. On August 1, 2004, a new compact agreement was placed into effect by the Interstate Commission for Adult Offender Supervision (ICAOS) with participation by forty nine states (Massachusetts abstained), Puerto Rico, and the Virgin Islands. The two primary goals of the compact are community protection and the rehabilitation of the offender. Community protection involves regulation of travel, supervision of the offender, and returning the offender to the sending state upon violation.

Community Service Work Project Program

The Work Project Program was established by legislative action in 1984 and funded in 1985 as a special condition added to probation certificates. It requires probationers to complete a specified number of work project hours in the community at no expense to the public. Community service work is done for non-profit and governmental agencies. Parolees are also sometimes ordered to perform community service as an intermediate sanction for technical violations in lieu of incarceration.

During FY 2004-05, Board of Probation and Parole offenders performed approximately 188,228 hours of community service, at an estimated value of \$5.15 per hour, representing a value of \$969,374.20 in services to the citizens of Tennessee.

Offender Workforce Development

This program was started during FY 2004-05 to provide Tennessee offenders with skills for employment, employment retention and career advancement.

The program contributes successful offender participants as productive and law-abiding members of Tennessee's workforce.

BOPP has collaborated with other agencies, forming partnerships with the TN Department of Labor and Workforce Development, TN Department of Correction (TDOC), and TN Department of Veteran Affairs.

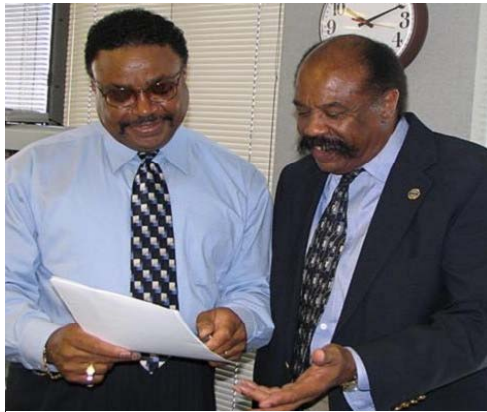
Over 50 presentations have been made this fiscal year to employers, industrial development boards, Chambers of Commerce, civic organizations, non-profit agencies and religious organizations. As a result of the presentations, 25 additional employers have agreed to hire offenders who match their business needs.

Partnerships with the 13 Local Workforce Investment Act (LWIA) boards across Tennessee will provide opportunities for offenders and employers.

PROBATION & PAROLE
FIELD SERVICES

The Work Opportunity Tax Credit (WOTC) and the Federal Bonding Program will be incentives for employers to hire offenders.

Group Reporting



Odie Jones
PAROLE

Bobby Halliburton
PROBATION

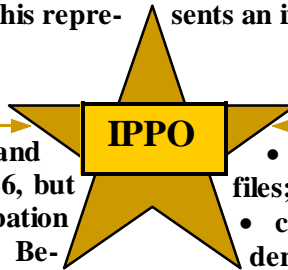
Group reporting can be a valuable tool for Probation/Parole Officers in case management. Use of group reporting maintains supervision through face-to-face contacts with low risk offenders, while efficiently managing the Officer's time. This allows the Officer to devote more time and attention to higher risk offenders, thereby enhancing public safety without reducing the level of supervision given other offenders. Thus the Probation/Parole Officers can continue delivering appropriate and effective levels of supervision even when caseloads are increasing.

Administrative Case Review Committee

This progressive intervention process is dedicated to improving public safety by providing community alternatives to offenders who commit minor violations of parole or probation conditions. The administrative case review committee (ACRC) reviews each offender's situation individually to determine an appropriate course of action or sanctions. Sanctions include, but

are not limited to, increased supervision contacts, selected program participation (drug and alcohol treatment, anger management classes, employment assistance, etc), electronic monitoring, or community service. Thus, the cost of incarcerating each offender, who participates and responds positively to the program and its sanctions, is avoided. During FY 2004-05, ACRC successfully diverted 1,052 offenders by means of this program. This represents an incarceration-cost-avoidance that exceeds \$18,223,680.

(See Appendix A for ACRC Chart)



The use of Institutional Probation and Parole Officers (IPPOs) began in 1986, but they were called IPOs, until the Probation Division merged with Parole in 1999. Before the IPPOs, prison staff and counselors coordinated parole hearings and prepared inmate release plans.

The purpose of IPPOs is:

- To provide on-site Probation/Parole Officers as parole liasons in all TDOC institutions and metropolitan jails.
- Ensuring that the Board of Probation and Parole has all necessary available information required for parole hearings.
- To provide information about Probation and Parole Policies and Procedures to institutional staff and inmates.
- To coordinate parole hearings at each institution.
- To coordinate the processing of parole release plans.

There are currently 36 IPPOs working at all TDOC, Corrections Corporation of America, and metropolitan penal institutions.

Some, but not necessarily all, of an IPPOs job tasks are as follows:

- collects and tracks information for BOPP files;
- coordinates BOPP matters with prison Wardens and staff about hearings;
- prepares and delivers notification letters to inmates about their hearings;
- interviews inmate prior to the hearing;
- holds pre-hearing classes for inmates;
- serves parole notice of charges and waivers on available incarcerated violators;
- handles all release plan information, including Interstate Compact, for inmates, and tracks plans to completion;
- assists with parole hearings, handling files and working with Hearing Officials;
- notifies Board Operations when pre-parole rescission hearings are needed;
- helps with Interstate Compact documents for release plans;
- sends hearing appeals from inmates to the Hearings Officers division;
- distributes final Board decision sheets to the inmate for signature;
- helps clarify Board decisions to inmates, families and institutional staff; and
- issues and explains release certificates to inmates..

BOPP SETS IMPLEMENTATION DATE GPS SEX OFFENDER MONITORING

Program Begins September 2005

TN CONTRACT SUCCESSFULLY BID BY iSECUREtrac

The Tennessee Board of Probation and Parole is prepared to implement the largest, to date, Global Positioning System (GPS) in the U.S. and perhaps internationally. The project will focus on sex offenders and will begin in September 2005.



GPS monitor with mapping program

PHOTO PROVIDED BY KNOXVILLE NEWS SENTINEL

The satellite-based GPS project will allow up to approximately 650 sex offenders, all under probation and parole supervision in Tennessee, to be monitored at one time. The TN General Assembly appropriated \$2.5 million in June 2004 to fund this pilot project.

Sex offenders on the program will wear ankle bracelets that use a global positioning system to track their every move. The TN counties in the pilot project include: Shelby, Davidson, Knox, Sullivan, Bradley, McMinn, Polk, Rutherford, Cannon, Montgomery and Sumner.

The Board of Probation and Parole, through a competitive bid process, selected iSECUREtrac Corporation to provide the equipment, training and monitoring for the GPS program. BOPP has set up a centralized monitoring station to collect data from iSECUREtrac and determine appropriate field action by BOPP Officers and law enforcement.



GPS ankle bracelet
and modem

PHOTO PROVIDED BY
KNOXVILLE NEWS SENTINEL

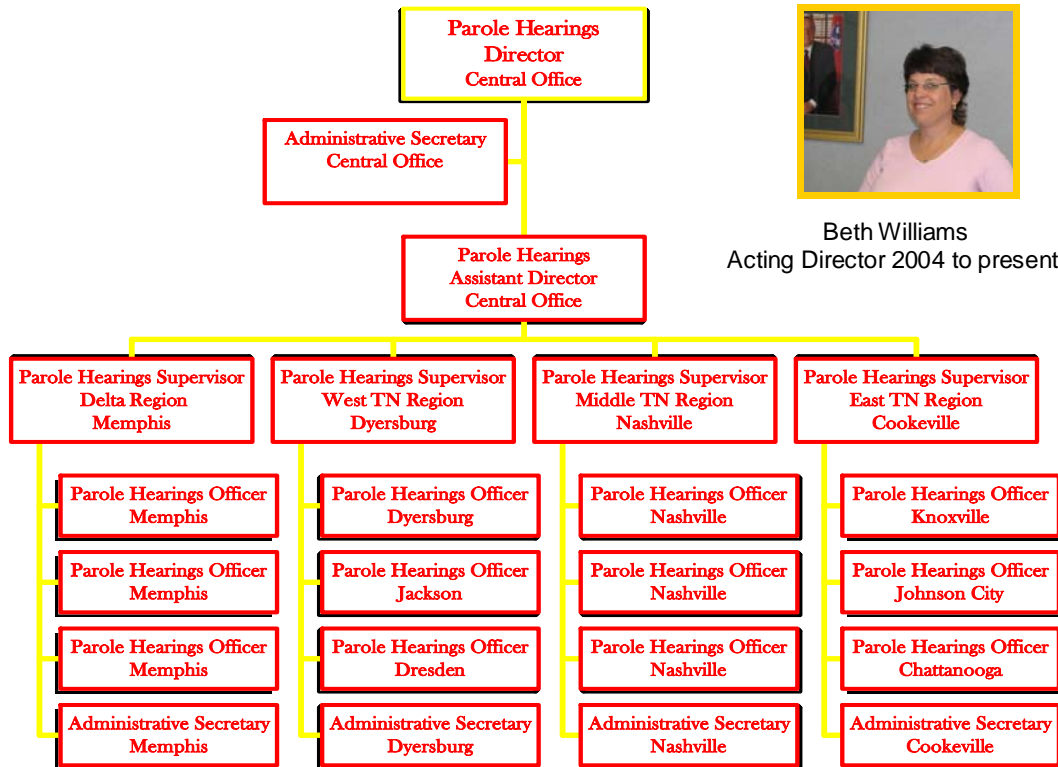
This type of tracking technology was first used in Florida in the late 1990s and since has spread to several other states, such as Georgia. The system allows law enforcement to build maps with "zones of exclusion" for sex offenders. It also allows officers to determine whether the offenders they supervise are going to work during the day, going home at night and staying away from restricted areas, such as schoolyards or playgrounds. The bracelet sets off an alarm if an offender enters those restricted areas or tries to remove the device, which could result in a violation of probation or parole.

iSECUREtrac Corp. is headquartered in Omaha, Nebraska and uses state of the art tracking equipment with iSECUREtrac's web-based monitoring and notification system to deliver information about the offender location, movement and compliance 24 hours a day, seven days a week. Further information on iSECUREtrac Corp. can be found on the company's web site at <http://www.isecuretrac.com/>

The one-year pilot program will be independently evaluated by the Criminal Justice Department of Middle Tennessee State University and regular reports will be made to the legislature regarding the program's progress and results. After the one-year pilot period, the legislature will decide to continue, increase, decrease, or discontinue funding for the monitoring program.

Parole Hearings Officer Division

Hearings Officers are appointed by the Chair of the Board of Probation and Parole to conduct parole hearings and make non-binding recommendations for review by Members. Hearings are conducted in all TN Department of Corrections facilities and local jails for all eligible offenders.



Beth Williams
Acting Director 2004 to present.

This Division saw an increase in hearings in each category from Fiscal Year 2003-04.

HEARINGS BY OFFICERS

Does not include hearings officiated by Board Members.

Grants	12,093
Revocations	1,979
Probable Cause	102
Time Setting	228
Post Parole Rescission	19
Pre-Parole Rescission	215
Appeals	21
Total Hearings	14,657

Automation increased in FY 2004-05 with BOPP hearings forms computerized and hearings recorded on laptops. Advantages include providing increased legibility and efficiency in the parole hearings process.

Parole Hearings Officer Division

East Tennessee - County Jails and Local Detention Facilities

Anderson	Bledsoe	Blount	Bradley	Campbell	Carter	Claiborne	Clay
Cocke	Coffee	Cumberland	Dekalb	Fentress	Franklin	Greene	Grainger
Grundy	Hamblen	Hamilton	Hancock	Hawkins	Jackson	Jefferson	Johnson
Knox	Lincoln	Loudon	McMinn	Marion	Meigs	Monroe	Morgan
Moore	Overton	Pickett	Polk	Putnam	Rhea	Roane	Scott
Sequatchie	Sevier	Smith	Sullivan	Unicoi	Union	Warren	Washington
White	VanBuren						

BMCX

Brushy Mountain Correctional
Complex
[BMSP & MCRC]

STSRCF

Southeastern Tennessee State
Regional Correctional Facility

SILVERDALE

Hamilton County Workhouse

NECX

Northeast Correctional Complex
[CCWC & NECC]

47C

Knox County Penal Farm

JCCJ

Johnson City County Jail

Middle Tennessee - County Jails and Local Detention Facilities

Bedford	Cannon	Cheatham	Davidson	Dickson	Giles	Hickman	Lawrence
Lewis	Macon	Marshall	Maury	Montgomery	Robertson	Rutherford	Sumner
Trousdale	Williamson	Wilson					

METRO DAVIDSON CO

Metro CJC (19A)
Metro CCA (19C)
Metro CWC (19D)

MTCX

Middle TN Corr. Complex
(MTRC & NCSC)

RMSI

Riverbend Maximum Security
Facility

TPFW

TN Prison for Women

75A

Rutherford County Workhouse

SPND

Lois M. DeBerry Special Needs

TCIP

Turney Center Industrial Prison

West Tennessee - County Jails and Local Detention Facilities

Benton	Carroll	Chester	Crockett	Decatur	Dyer	Fayette	Gibson
Hardeman	Hardin	Haywood	Henderson	Henry	Houston	Humphreys	Lake
Lauderdale	Madison	McNairy	Obion	Perry	Stewart	Tipton	Wayne
Weakley							

SCCF

South Central Correctional Cen-
ter Facility

WTSP

West Tennessee State Peniten-
tiary

WANX

Wayne County Technical Com-
plex

NWCX

Northwest Correctional Complex
(LCRC & NWCC)

Delta - County Jails and Local Detention Facilities

Shelby

HCCF

Hardeman County Correctional.
Center

MLRC

Mark H. Luttrell Reception Center

SCCC

Shelby County Correctional.
Center

WCFA

CCA/Whiteville

79A

Shelby County Criminal Justice Center

79B

Shelby County Correctional Cen-
ter Jail East

The DIVISION OF BOARD OPERATIONS is responsible for scheduling parole hearings, issuing parole and determinate release certificates, maintaining the *Board Offender files*, obtaining psychological evaluations, executive clemency and victim services.

The Docket Unit prepares cases for parole hearings after the TN Department of Correction (TDOC) has certified the offender eligible for parole. Hearings are scheduled and conducted throughout the State at county jails and all TDOC facilities. During **FY 2004-05** the docket staff docketed **13, 043 cases**, which does not include revocation cases scheduled by the Hearings Officer Division.



Director Gayle Barbee looks at work with Donna Drake, a Docket Technician II and Cindy Jenkins, Victim Liaison.

If the Board grants an offender parole, a release plan is investigated. If approved, the certificate section prepares and issues the parole certificate. The parole certificate has the rules of supervision and special conditions set by the Board. Interested parties (including public officials designated by statute, the public and victims) are notified of those releases and the certificate is issued and signed. There were **3,580** parole certificates issued in **FY 2004-05** and the process to issue the certificates was automated for the first time.

Determinate release certificates are issued to offenders with sentences two years or less. They too are certified eligible by TDOC and statutory notifications are made prior to the issuance of the certificate. **FY 2004-05** certificates totaled **2,825** and this certificate is the next for automation, with development process underway.

The agency file room staff creates, manages, maintains and tracks the *Board Offender Files*, audio and videotapes used in the hearing process. Hearing Officials rely on the information contained in the file to aid in their decision making for parole release. Files are subpoenaed by the courts, retrieved for use by agency staff and reviewed. **FY 2004-05** the file room managed approximately **51,510** and prepared **1,177** discharged files for imaging.

Executive Clemency includes commutation, pardon and exoneration, all of which the Governor has the power to grant. The Board considers and makes non-binding recommendations concerning request for clemency based on the Governor's criteria. For the **FY 2004-04** there were **488** requests for applications received and one pardon hearing was granted. There was a computer program developed to accommodate the necessity for various types of reports on clemency for the Governor and staff.

Psychological evaluations are requested, tracked and received by staff for parole hearings. These evaluations are provided by TDOC and outside vendors. During **FY 2004-05**, **116** evaluations were requested for the Board's information and **116** were received.

Victim Services is staffed in Central Office with two staff members and thirteen throughout the state in the Agency's district offices. They assist victims and their family members in understanding the parole process. There were **12,769** contacts made. Other accomplishments for **FY 2004-05** include:

- A brochure *What to Expect at a Parole Hearing* was designed;
- In conjunction with TDOC, victim impact classes were conducted at three institutions;
- Email address was created for victims and their families on the Agency web page;
- Statewide training for Institutional Probation/Parole Officer staff; and
- Began planning the video conferencing of parole hearings, providing victims remote accessibility to hearings.

Human Resources

The Division of Human Resources (HR) is dedicated to providing a broad base of support services to all employees of the Agency. The Human Resources staff consists of:

Personnel Director



Bill
Evans

Personnel Manager 1



Randi
Tarpy

Personnel Analyst 2



Nancy
McGill

Personnel Analyst 2



Gayle
Crawford

Personnel Technician 3



Tammy
Wright

Personnel Technician 3



Sharon
Jones

Administrative Assistant 1



Cheryl
Johnson

Personnel Technician 2



J.R.
Laub

Human Resources prepares and implements an Affirmative Action Plan for the Board of Probation and Parole to achieve goals of equal employment opportunity for all. HR staff communicates with BOPP employees, other State agency employees, and the public regarding appointment, promotional and other recruitment procedures, civil service, job specifications, and applications.

Employee Relations is a major responsibility of the HR Division. The staff is committed to providing guidance and answers to employee concerns, and in resolving problems and issues that could affect the employee's performance of duties.

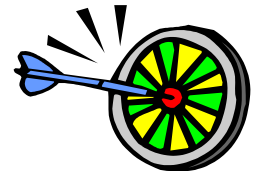
The HR staff provides advice and assistance to Agency employees on all human resource matters and administers, monitors and processes employee benefit programs including sick leave bank, Family Medical Leave Act, donated leave, workers compensation, employee assistance, American Disabilities Act compliance, insurance, regular and disability retirement and performance evaluations.

Other services and functions provided by Human Resources are:

- ▶ payroll processing, including payroll supplemental actions, bankruptcies, tax levies, garnishments, miscellaneous benefit deductions, direct deposits;
- ▶ civil service and other personnel transactions;
- ▶ leave and attendance and data capture hierarchy;
- ▶ disciplinary and grievance process; and Human Rights and EEOC issues;
- ▶ position classification and accurate compensation;
- ▶ equity reports, staffing maintenance of 1012 positions, vacancy report, and position justifications; and
- ▶ maintenance of manuals of regulations of Department of Personnel Policies and Procedures, Civil Service Laws, Leave and Attendance Rules, Affirmative Action Guidelines, Performance Evaluation, Finance and Administration Payroll Policies and Procedures to ensure compliance.

Objectives for the Human Resources Division include:

- ◆ Increase timeliness of Performance Evaluations agency-wide;
- ◆ Ensure that leave and attendance records are accurate and error free;
- ◆ Provide guidance to staff on hiring procedures;
- ◆ Maintenance of personnel records including National Crime Information Center records;
- ◆ Ensure all employee grievances and complaints are handled through appropriate chain of command and are responded to upon resolution; and
- ◆ Training of designated agency employees on performance evaluations, payroll, civil service, in-processing and other personnel-related subjects.



Mission

The mission of the Information Systems Division is to provide a reliable and cost effective information technology environment, which will have a positive impact in assisting the Agency in meeting or exceeding its goals.

Information Systems Division currently provides the following services:

- Systems and Application Development
- End-user Technical Support
- IT Training and Help Desk Services
- Coordinated Network Services

“The Information Systems Division strives to provide cost effective technology solutions to current business processes; technical training; along with, hardware, software, and network support to improve the overall productivity of staff within the Board of Probation and Parole.”

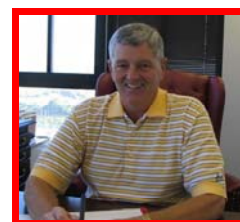
Clint Parsons

Director, Information Systems

Major Information Technology Achievements FY 2004-05:

Equipment Replacement

Ordered and received 304 Desktop and 128 Laptop computers and replaced all desktops and laptops in the field that had a Windows NT operating system with the new PC's equipped with Windows XP. Also, ordered 72 T630 Laser Printers and have exchanged or upgraded printers statewide. Began the process of upgrading Institutional Probation/Parole Officers from older printers to newer high volume laser printers by reallocating the still serviceable units from the field.



Director Parsons

Help Desk Calls

A Help Desk Application is in use to track the status of agency staff “requests for assistance” calls to the IS Division. This application monitors the number and type of calls received by the Help Desk. It also provides statistical reports that identify training needs, equipment replacement evaluations, and opportunities for IS to improve business processes within BOPP. All IS staff members throughout the state have access to this application to ensure accurate and timely data. During FY05, 3390 Help Desk calls were logged and 85% of these problem calls were resolved with 24 hours.

BDHELPDESK – GroupWise

In addition to Help Desk calls tracked and resolved, there were 2913 email requests for assistance, which were handled by staff on the Group Wise BDHELPDESK application. These emails primarily involved issues dealing with TOMIS.

Training Classes

The IS Division provides the opportunity for BOPP employees to receive hands-on classroom training each month. BOPP's IS staff teach classes in Microsoft Word, Excel, Access and PowerPoint, along with GroupWise and eTOMIS training in Memphis, Nashville, Chattanooga, Jackson and Knoxville. During the past year Information Systems provided training as follows:

- Central Office – 31 classes, 260 students, 1560 hours
- Memphis – 5 classes, 25 students, 255 hours
- Knoxville – 6 classes, 30 students, 196 hours
- Chattanooga – 15 classes, 196 students, 510 hours

Sex Offender Registry

TBI provided BOPP with 31 active Originating Agency Identifiers and IS established the necessary connectivity to enable every BOPP Field Office the ability to enter Sex Offenders directly into the Sex Offender Registry beginning with the 8 District Offices in August 2004.

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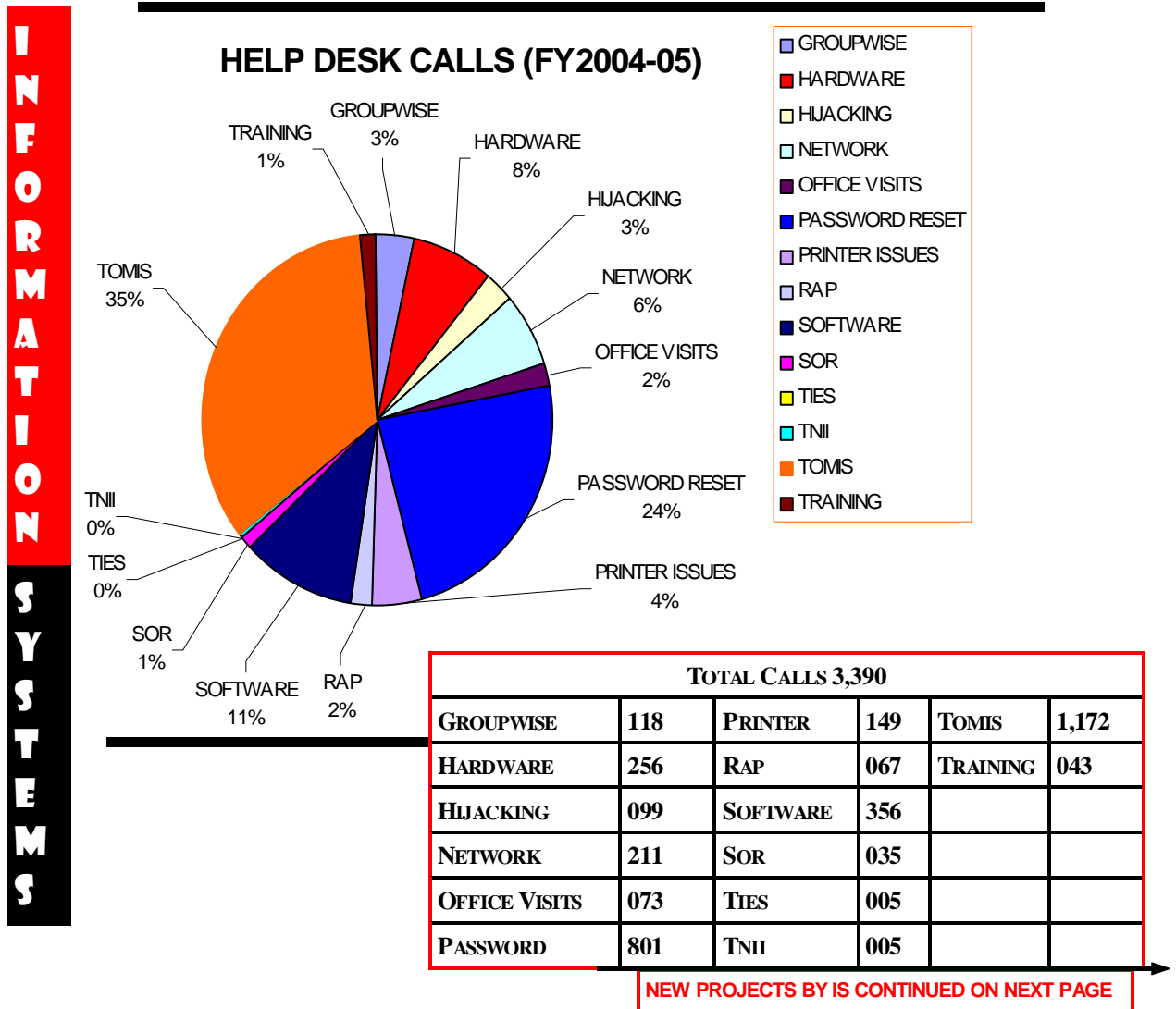
Videoconferencing

During FY 2005, BOPP purchased its first videoconferencing equipment and located it in the Central Office Board Room. This equipment is used by Nashville-based Board Members to remotely attend parole hearings. This reduces travel cost and time with staff not having to attend hearings at prison sites that are often hundreds of miles from Nashville.

In addition, a \$100,000 grant was applied for and received from Tennessee's portion of the *Local Law Enforcement Block Grant* to purchase five more video units to be placed in BOPP District Offices: Memphis, Jackson, Knoxville, Chattanooga, and Johnson City. This equipment will be used for training, meetings, and, most importantly, for victims to remotely attend hearings without having to go to the prison site. Many times victims of a violent crime, such as rape or bodily assault, are often very apprehensive about being in the same room, or even the same vicinity as the perpetrator of the crime. The victim often will appear because they do not want the offender to be granted parole and be released to the community again; even though they would rather not appear. Then, the invasive process of personal searches and all other measures relative to prison security add discomfort for the victims. Likewise, many victims choose not to appear, reducing the chance of Hearings Officials receiving their input toward a more informed parole decision.

Installed Metro Nashville's CJIS (Court Justice Information System)

Metro agreed to let BOPP IS install CJIS on one machine at each Nashville BOPP Office. This allows officer's to access Davidson County's court system from their own office. This saves officer time, driving expenses, parking fees, and delays when warrant or arrest information are needed.



Three new projects took the majority of development time in FY05:

Parole Release Certificates and Docket Tech Summary Reports are part of the on-going effort to automate and streamline the business processes within the Board Operations Division. Warrant Tracking was completed for use by Field Services.

PAROLE RELEASE CERTIFICATES

Prior to automation, the process began with an email requesting a certificate. The manual process for creating the certificates involved screen-printing of up to seven TOMIS conversation screens for each offender needing a certificate. This information had to be verified and entered on an Excel spreadsheet. The certificates were created from the data entered and mailed to the requestor and other interested parties. If the offender was in custody, the warrant was faxed to the IPPO's and other interested parties.

<u>Manual Task</u>	<u>Time</u>
e-mail received that plan is entered and approved, the release plans are screen-printed.	1 hour
Compile and verify information	2 hours
Data entry	1 hour
Fax certificates and other related documents to officials and interested parties	2 hours
Create daily report	30 minutes
Create weekly report	30 minutes
Create monthly report	30 minutes

<u>Automated Task</u>	<u>Time</u>
Release plans printed	0
Information downloaded from TOMIS mainframe	15 minutes
Verify information	1 hour
Email certificates	1 hour
Create daily reports	3 minutes
Create weekly reports	5 minutes
Create monthly reports	15 minutes

In summary, it took over seven hours to verify and issue parole certificates for the approved release plans received for one day (daily average is four requests). Combined with required reports, the process averaged seven and one half hours. The Docket Technician no longer has to wait for an email to begin the process. The application searches for those offenders having release plans approved by date, gathers the information required, processes it, enters the data, and creates the certificate. The process now averages two and one half hours.

DOCKET TECH SUMMARY REPORT

The summary report is used to verify the eligibility of each offender on a docket. The manual process involved looking at twelve TOMIS conversations to gather the information on each offender. The automated process presents all the information for an offender on one printable form.

<u>Manual Task</u>	<u>Time</u>
Open TOMIS	2 minutes
Looking info up on TOMIS and writing it down to be compared with different forms and letters. Since we are talking about 12 different screens to get info from for one offender & an average of 2 minutes for each one it'll take about $2 * 12 = 24 \text{ min} + 2 = 26 \text{ minutes}$ for each docket tech	26 minutes

<u>Automated Task</u>	<u>Time</u>
Sign in and type TOMIS ID or site, docket month, and year needed. Pull information from TOMIS and create data (Per Docket)	5 minute
Populate form. (Per Offender)	1 minute
Examine data for offender (Per Offender)	1 minute

The Tech needs 19 fewer minutes per case for 1200 cases per month, saving 22,800 work minutes monthly.

INFORMATION

SYSTEMS

WARRANT TRACKING

The Warrant Tracking application streamlines the processes of creating parole violation warrants and maintaining the data on warrants previously issued. It removes several manual steps, bypasses mailing of warrants completely, and decreases the turn-around between request and receipt of warrant. Prior to streamlining, the process averaged thirty-two minutes per warrant. Field Services issues an average of ten warrants a day. For 10 warrants per day at 32 minutes each, 5 hours 20 minutes a day were spent creating warrants. This equals 170.7 annual workdays for warrants.

INFORMATION

<u>Manual Task</u>	<u>Time</u>
Looking info up on TOMIS and writing it down to be entered in database.	10 minutes
Entering info in database (this includes info from the violation report that is not available on TOMIS)	10 minutes
Take to Assistant Director for signature.	2 minutes
Make copies of violation report to file and District Director, print cover sheet and delinquent letter.	5 minutes
Put paperwork together and prepare for mailing	2 minutes
When applicable, faxing a copy of the warrant if subject is in custody	3 minutes

<u>Automated Task</u>	<u>Time</u>
Enter TOMIS ID and other information not available on TOMIS.	5 – 8 minutes
System pull data from TOMIS; creates warrant, and enters data into Warrant Tracking database	3 minutes
Warrant is direct-printed to appropriate District Director for signature and execution	1 minute



After streamlining, the process averages **10.5 minutes.**

Because the warrants are now printed at district offices, the anticipated savings on postage is \$888.00 a year. Another benefit is an eradication of the four days turn-around from request to receipt of the warrant

S Y S T E M S

In FY 2004-05, BOPP established a *Fee Committee* to determine the best way to move BOPP accounting practices from the current TOMIS offender data base to a separate accounting system. Representatives from divisions of Information Systems, Fiscal and Field Services are committee members. The Department of Finance and Administration provided two expert consultants, at no cost, to assist with this project. The fees subject to this are those paid monthly by probationers and parolees into the Supervision, Global Positioning System and Criminal Injuries Compensation Funds. The committee has outlined procedures establishing criteria for a system with the capabilities to:

- ◆ Create, adjust, maintain history, and close the account for each offender;
- ◆ Allow both automated and manual input;
- ◆ Accurately track fees and payments;
- ◆ Apply payments as indicated by a defined hierarchy;
- ◆ Calculate the amount of exemption using defined rules;
- ◆ Produce a receipt or invoice; and
- ◆ Create timely reports.

The **Fiscal Services Division** of BOPP has four units:

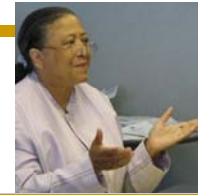
- | | |
|--|--------------------------------------|
| 1. Accounts Payable; | and Records Management; and |
| 2. Contracts and Revenue; | 4. Facility and Property Management. |
| 3. Purchasing, Printing, Communications, | |

	Regular Salaries	\$29,758,150.00
F	Benefits and Longevity	11,427,085.00
I	PERSONNEL SERVICES AND BENEFITS TOTAL:	\$41,185,235.00
N	Travel	\$1,076,807.00
A	Printing, Duplicating and Services	\$168,380.00
N	Communications	\$200,221.00
C	Maintenance, Repairs and Service	\$34,994.00
I	Professional Services/Third Parties	\$354,351.00
A	Supplies and Materials	\$1,045,053.00
L	Rentals and Insurance	\$3,897,303.00
	Awards and Indemnities	\$4,230.00
R	Grants	\$9,417,967.00
E	Unclassified	\$1,200.00
P	Items for Resale	\$69.00
O	Equipment	\$175,643.00
R	Interdepartmental	\$2,747,860.00
T	OTHER EXPENDITURES TOTAL:	\$19,124,078.00
	TOTAL EXPENDITURES:	\$60,309,313.00
	FUNDING SOURCES:	
	State Appropriation	\$60,092,137.00
	Current Services (Includes Diversion Fund Revenues)	\$147,862.00
	Interdepartmental	\$69,314.00

EXPENDITURESFY 2004-05

The Division is responsible for:

- financial reporting and analysis;
- maintaining the Agency's budget;
- maintaining compliance with governmental accounting standards;
- adherence to the rules and regulations set forth by the Comptroller of the Treasury and the Department of Finance and Administration;
- assisting staff in all areas of fiscal management to include: purchasing, records management, communications, property management, printing, and inventory control; and
- providing for the Agency's general accounting and accounts payable functions.



**Fiscal Services
Director
Jackie Baker**

In fiscal year 2004-05 Fiscal Services processed:

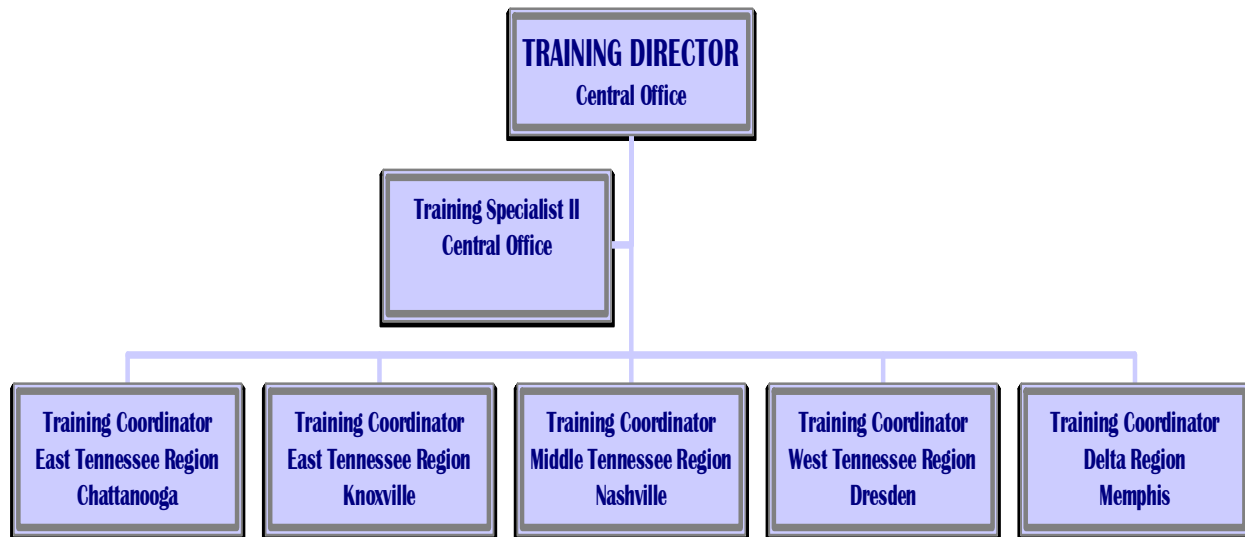
- 956 purchase orders for equipment, supplies, and professional services;
- 11,781 employee travel claims;
- 117 printing requests for forms, envelopes and other documents;
- 133 communications request for services (RFS) for telephone system design, cellular, telephones, wiring, additions, relocation conference equipment, etc.; and
- 46,325 fee payments; and distributed \$9,354,986.19 through direct appropriations and nineteen Community Corrections contracts.

Policy and Forms

- ♦ Edited, composed and produced the BOPP ANNUAL REPORT 2003-04.
- ♦ Designed, revised, corrected or otherwise processed 39 Agency forms (we currently have 131 official forms in use).
- ♦ Additionally, 21 new or revised forms are pending completion.
- ♦ Consulted and worked with the respective committees on forms and manuals for the new *GPS*, *Sex Offender Registry*, and *Resource Center* programs.
- ♦ Converted all Agency policies to PDF format, protected from change, but easily accessed by staff on the shared network drive.
- ♦ Upon the Chair's signature, issued 22 policies as effective during FY 2004-05 (we now have 157 administrative policies in effect and 20 drafts in process).
- ♦ The Board approved seven policies still in the Attorney General's office as of July 1, 2005.
- ♦ Formatted the newly compiled Personnel Unit Manuals and placed them in PDF format with links to needed forms and documents.

Training Division

The BOPP Training Division recognizes that State employees are the greatest potential asset to their Agency and government. The development of each employee and the creation of organizational conditions for full utilization of employee talents are a concern and high priority. Training's goal is to develop and implement an annual training plan at the district-level that ensures adherence to policy, utilizes employees' talents, aids staff in personal and professional development, and giving the staff knowledge and techniques to effectively supervise and manage adult offenders; all at the lowest possible cost to taxpayers. Twenty-seven Agency offices across the state are used as training sites.



A wide selection of training courses for Probation/ Parole Officers is offered, focused on the development of a knowledge base and professional skills to do the tasks required.

- 8 Employee Assistance Program (EAP) seminars
- 8 Retirement seminars
- 8 METH awareness
- 8 Workplace Harassment
- 8 Audio - video training is made available.
- 8 Safety training is delivered by designated BOPP "Safety Officer(s)"
- 8 Training in personnel issues is provided by BOPP's Human Resources and the TN Department of Personnel.
- 8 Computer training is given by BOPP's Information System Division and the TN Office of Information Resources.

FY 2004-05

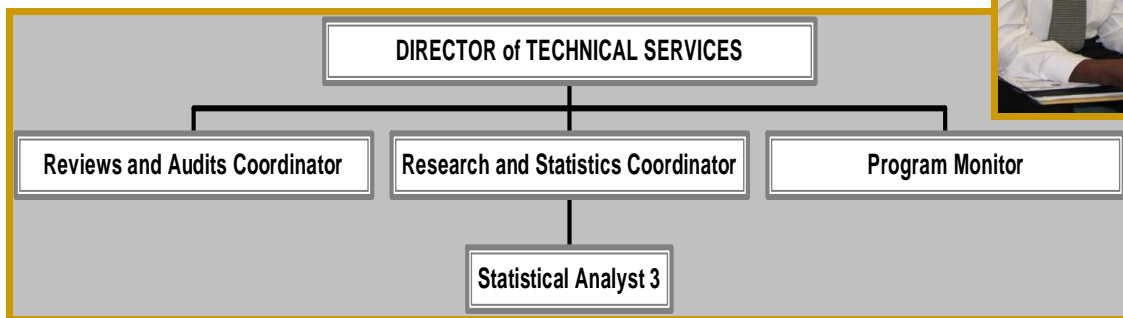
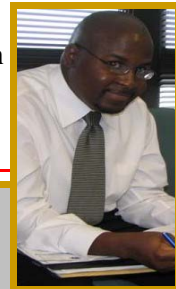
Total Staff Trained = **957**
Total Pre-Service Staff Trained
at TN Correction Academy = **72**



The Technical Services Division is located in Central Office and assists the Agency with functions such as analyzing data, calculating trends from data and working closely with persons needing information for decision-making. It provides internal and external audits and reviews of Probation and Parole Offices, Central Office and Community Corrections programs. The staff reviews program activities and analyzes fiscal management. Technical Services did an outstanding job of conducting 30 Community Corrections fiscal analysis audits for FY 2004-05.

Technical Services also assists BOPP's various divisions and the State, by doing the following:

- Coordinate or plan and complete minor and major research and statistical reports.
- Develop, update and use instruments for conducting Agency reviews and audits.
- Develop and implement program evaluations.
- Track incident reports for BOPP.
- Coordinate internal and external research projects.
- Complete external and internal surveys accurately, receiving or developing the questionnaires used.
- Construct and utilize performance measures.
- Revise, minimize or develop essential reporting, record keeping, communication processes, and other management tools.
- Participate effectively in strategic planning.



FY	Required Annual Review of Office Procedures in Field Services District locations.	33
04	Required Annual Review of Office Procedures in Central Office divisions or units.	10
05	Development or revision of review and audit instruments.	02
A	Written reports of reviews and audit findings.	39
C	Required Community Corrections audits completed.	30
T	Requests from outside BOPP for detailed data or information about the Agency and it's	08
I	work.	
V	Special reports requested for statistical data.	17
I	Standard statistical reports produced each month.	111
E		
S		

INTRODUCTION

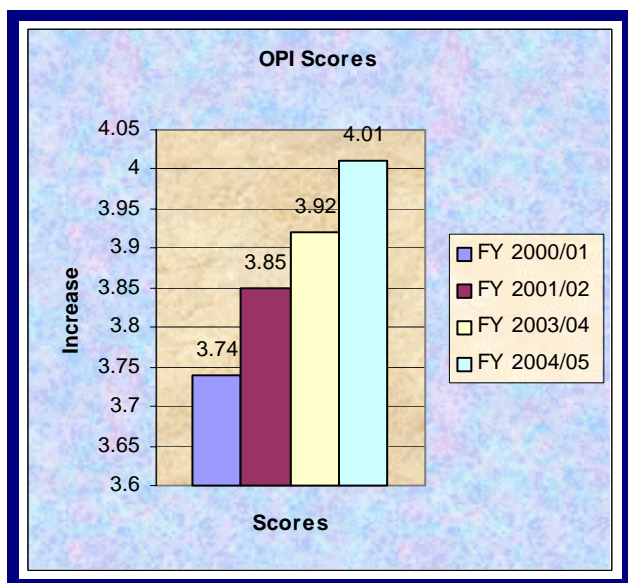
The Community Corrections Program was legislated in 1985 with the passage of the "Tennessee Community Corrections Act of 1985", TCA 46-36-101. The intent of the Community Corrections Program is to provide services and programs in local jurisdictions for eligible felony offenders in lieu of incarceration in state penal institutions or local jails. Such alternatives include non-custodial community corrections options, short-term community residential treatment options, and individualized evaluation and treatment services as provided in TCA 40-36-302.

Currently, there are nineteen Community Corrections Agencies statewide. Three of these agencies are residential and/or day reporting programs and sixteen are supervision programs.

DIVERSION and OFFENDER PROFILE INDEX SCORES

Studies have affirmed that Community Corrections programs provide true "diversion" resources by diverting serious offenders from local jails and State prison facilities.

The "Offender Profile Index" (OPI) score was developed for the diversionary study and continues to be required and used for all offenders sent to Community Corrections. The OPI uses the following information to determine an offender's score: prior felony conviction/s, prior felony incarceration/s, juvenile conviction/s, substance abuse history, sex/violent offense/s, employment status at time of admission and sentence length. Any score of "3" or higher has been determined a true diversion. The scoring is an indicator the offender assigned to the Community Corrections is thereby truly diverted from either jail or state prison.



COMMUNITY

CORRECTIONS

TOMIS showed an increase of the OPI score from 3.74 in FY 2001-02 to 4.01 in FY 2004-05, over the last four years. This indicates that the type of offender sentenced to Community Corrections for supervision is increasingly some one sentenced for more serious crimes, for longer supervision duration, who has a more extensive felony and substance abuse history.

BOPP REORGANIZATION

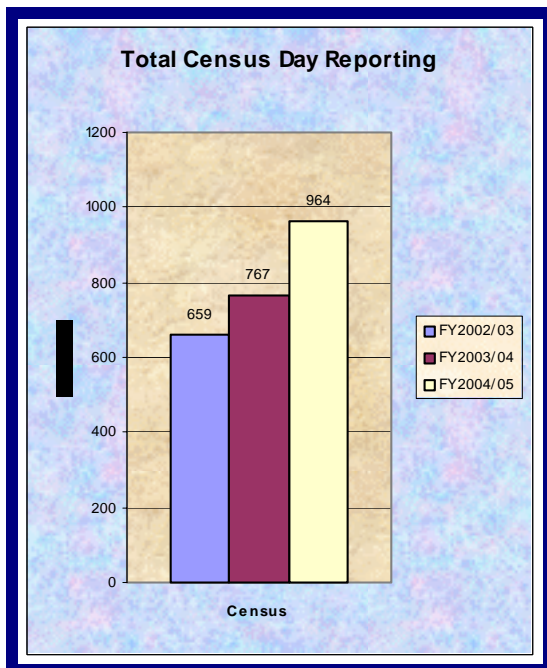
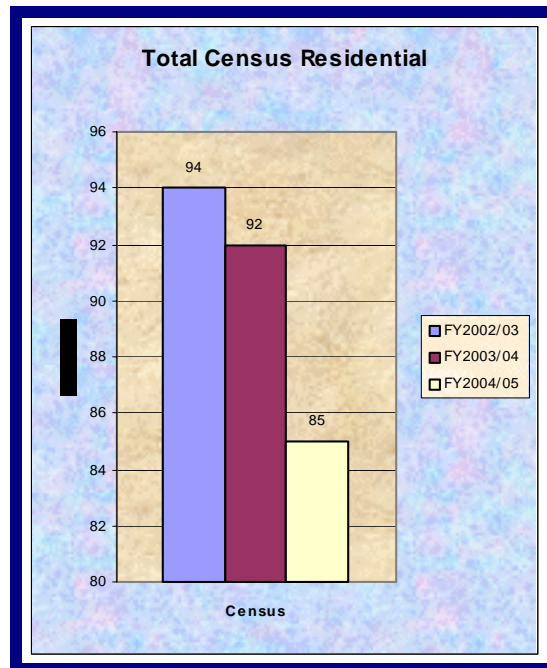
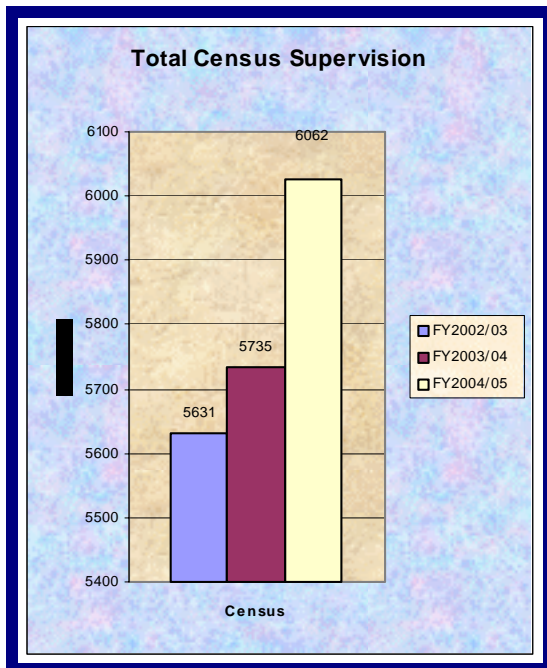
On September 1, 2004, BOPP management was reorganized to provide concentrated attention and supervision to Community Corrections. The program was placed under a Division Director with two staff persons as assistants. Strong emphasis is placed on compliance with contractual agreements, directives and BOPP and Community Corrections policies and standards. This assures that the management of each individual agency is held accountable for the operations of their program, to BOPP and to their Board of Directors.

JOINT COMMITTEE

Community Corrections programs and Field Services Probation have created a special Joint Committee to determine the respective roles of the two programs, eliminating duplication of services and providing cost savings to BOPP and the State. Improvements will be suggested that assure programmatic goals are being met and do not conflict. The Committee is comprised of five Community Corrections staff and five BOPP Probation staff and is led by co-chairs, one from each division. The Committee is requesting a technical assistance grant from the National Institute of Corrections to aid the Committee in making recommendations.

	<u>FY 2002-03</u>	<u>FY 2003-04</u>	<u>%</u>	<u>FY 2004-05</u>	<u>%</u>
*Supervision Census	5,631	5,735	+1.9%	6,062	+5.8%
Residential Census	94	92	-2.0%	85	-7.7%
Day Reporting Census	659	767	+16.4%	964	+25.7%

* "Census" numbers include inactive as well as active cases.



TOTAL ACTIVE SUPERVISION:

FY 2002-03 = 3,561
FY 2003-04 = 3,251
FY 2004-05 = 3,561

TOTAL ACTIVE RESIDENTIAL:

FY 2002-03 = 94
FY 2003-04 = 92
FY 2004-05 = 85

TOTAL ACTIVE DAY REPORTING:

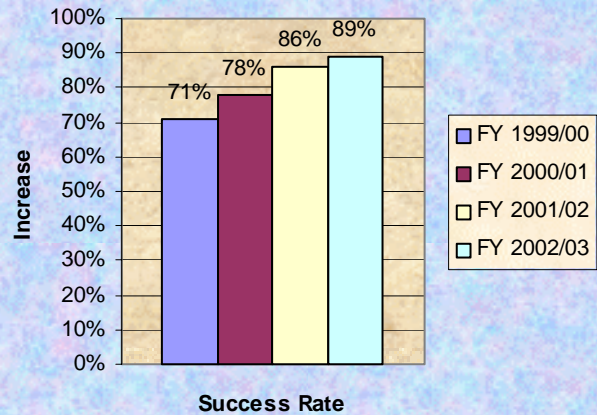
FY 2002-03 = 659
FY 2003-04 = 767
FY 2004-05 = 964

Success Rate

[formula = number discharged in ratio to the number returned each FY]

FY 1999-00	71%
FY 2000-01	78%
FY 2001-02	86%
FY 2002-03	89%

Success Rate



Community Corrections defines "recidivism" as the number of probationers revoked and sentenced back to either prisons or local jails in ratio to the total census. Any individual re-offending in a state other than Tennessee would not be included in this statistic.

	<u>RECIDIVISM RATE</u> <u>SUPERVISION</u>	<u>NUMBER</u> <u>REVOKED</u>	<u>AVERAGE DAILY COST</u> <u>SUPERVISION</u>
FY 2002-03	27.7%	1556	\$4.29
FY 2003-04	28.9%	1652	\$4.56
FY 2004-05	28.0%	1687	\$3.93

	<u>INTAKE</u> <u>SUPERVISION</u>	<u>% CHANGE</u>	<u>INTAKE</u> <u>RESIDENTIAL</u>	<u>INTAKE</u> <u>DAY REPORTING</u>
FY 2002-03	2604	+5%	DNA	DNA
FY 2003-04	2039	-22%	DNA	DNA
FY 2004-05	3124	+54%	195	1,146

Community Corrections reported that they collected or assured collection of the following amounts in fines and fees during FY 2004/05 (Note: Those items with an * are self-reported from each program, those without are from BOPP Fiscal)

	<u>SUPERVISION</u> <u>FEES</u>	<u>% CHANGE</u>	<u>COMMUNITY</u> <u>CORRECTIONS</u> <u>FEES</u>	<u>% CHANGE</u>
FY 2002-03	\$423,348		\$462,443	
FY 2003-04	\$439,287	+3.8%	411,348	-11%
FY 2004-05	\$427,605	-2.7%	\$350,302	-15%

Fines/ Court Costs*=\$6,746,674 Child Support*=\$436,312
Restitution*=\$397,862 Wages/Salary earned*=\$17,435,245

244,310* hours of community service were provided by the offenders under Community Corrections supervision last fiscal year. Using \$5.15 per hour, this indicates a value of **\$1,258,197** in labor provided to local communities.

APPENDIX A

FY 2004-05 PROGRESSIVE INTERVENTION (ACRC) COST AVOIDANCE ANALYSIS		
Offenders referred to the program	1,546	
Offenders successfully completed the program	1,052	
Offenders referred by revocation	345	
COST AVOIDANCE RESULTING FROM THE PROGRESSIVE INTERVENTION PROGRAM ASSUMPTIONS		
60% of offenders come from TDOC prisons	= 60% of 1,052 = 631	
40% of offenders come from local jails	= 40% of 1,052 = 421	
TDOC prisons FY 2004-05 cost to house an inmate	= \$54.33 per day	
Local jails FY 2004-05 cost to house an inmate	= \$43.66 per day	
Cost of probation and parole supervision for each offender	=\$02.62	
ANNUAL COST AVOIDANCE CALCULATIONS		
TDOC Inmate Housing Cost	= 631 inmates X \$54.33 per day X 365 days	\$12,513,014
Jail Inmate Housing Cost	= 421 inmates X \$43.66 per day X 365 days	\$6,709,014
TOTAL	\$19,222,028	
Probation/Parole Supervision Cost	= 1,052 offenders x \$02.62 per day X 365 days	<\$998,348>
TOTAL Annual Cost Avoidance (Inmate Housing Costs minus Supervision Costs)		\$18, 223,680

TENNESSEE BOARD OF PROBATION AND PAROLE
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OCTOBER 10, 2005